



FEDERAL ELECTION COMMISSION VACANCY ANNOUNCEMENT

Position Title and Grade Auditor GS-0511-7/9/11 Salary: \$42,209 - \$81,204	Who May Apply All U.S. Citizens	Announcement No. 13-005
Organizational Location Audit Division Office of Compliance	Opening Date December 19, 2012	Closing Date January 17, 2013
THE FEDERAL ELECTION COMMISSION IS AN EXCEPTED SERVICE AGENCY.		

THIS IS A PERMANENT, FULL TIME POSITION. THE FULL PERFORMANCE LEVEL IS GS-13.

Multiple vacancies MAY be filled from this announcement.

ABOUT OUR AGENCY:

The Federal Election Commission is an independent federal regulatory agency governed by six Commissioners appointed by the President with the advice and consent of the Senate. The agency has exclusive jurisdiction for the administration, interpretation, and civil enforcement of the Federal Election Campaign Act, which regulates campaign contributions and expenditures and disclosures of such, by candidates for federal office and committees supporting those candidates. The legal work at the Commission regularly involves important and complex issues implicating the First Amendment.

The FEC is located in Penn Quarter, an area of northwest Washington, DC offering access to government agencies, residential living, casual and fine dining, shopping, a major sports arena, and several theaters. The FEC is located near several METRO subway and bus stations.

ROLE OF THIS POSITION:

The incumbent serves as an Auditor in the Audit Division at the Federal Election Commission (FEC). The FEC's mission is to administer and enforce the Federal Election Campaign Act (FECA) - the statute that governs the financing of federal elections. The Division audits those committees that have not met the threshold requirements for substantial compliance with the law. The Division is used in the Commission's investigations of complaints. The Division's responsibilities also include the Presidential public funding program. The Division evaluates the matching fund submissions of Presidential primary candidates and determines the amount of contributions that may be matched with federal funds. As required by law, the Division audits all public funding recipients and reports.

The incumbent participates in comprehensive audits of campaign finance organizations consisting of the systematic examination and appraisal of complex financial records, financial and management reports, management controls, and policies and practices affecting or reflecting the financial condition and operating results of an assigned issue area. He/she performs assigned financial examinations and evaluations. He/she provides audit assistance to higher level auditors, and as a member of an audit

team, conducts audits in financial and operational areas during regular and special audits. Travel is required in this position to participate in audits conducted outside the Washington, DC metropolitan area. Audits out-of-state may be up to 3 to 4 weeks in duration.

QUALIFICATION REQUIREMENTS:

Applicant must have one full year of specialized experience equivalent to the next lower grade in the normal line of progression, which has equipped the applicant to successfully perform the duties of the position to be filled. The Qualification Standard Handbook for General Schedule Positions, which is available in most Federal personnel offices or on the OPM website www.opm.gov, will apply.

All applicants must meet the basic requirements outlined below:

Basic Requirements:

A. Degree: accounting; or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law. (The term "accounting" means "accounting and/or auditing" in this standard. Similarly, "accountant" should be interpreted, generally, as "accountant and/or auditor.")

OR

B. Combination of education and experience -- at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. The applicant's background must also include *one* of the following:

1. Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law;
2. A certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; or
3. Completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15 semester hours, but that does not fully satisfy the 24-semester-hour requirement of paragraph A, provided that (a) the applicant has successfully worked at the full-performance level in accounting, auditing, or a related field, e.g., valuation engineering or financial institution examining; (b) a panel of at least two higher level professional accountants or auditors has determined that the applicant has demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement that which is normally associated with successful completion of the 4-year course of study described in paragraph A; and (c) except for literal nonconformance to the requirement of 24 semester hours in accounting, the applicant's education, training, and experience fully meet the specified requirements.

Specialized Experience:

Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

In addition to meeting the above basic requirements, applicants must meet the requirements below for specific grade levels.

GS-7 - Applicants must meet one of the following requirements:

- A. Have successfully completed one year of graduate level education directly related to the work of the position; OR
- B. Possess one year of specialized accounting/auditing experience equivalent to the GS-5 level that included performing a variety of tasks designed to provide experience in the practical application of accounting and auditing principles, procedures and techniques; OR
- C. Meet Superior Academic Achievement Criteria. To be eligible for Superior Academic Achievement applicants must have one of the following: Ranked in the upper 1/3 of the graduating class in the college/university at time of application; OR A "B" or better average (GPA) of 3.0 or higher out of a possible 4.0 based on the average of all completed undergraduate courses, or all undergraduate classes completed during final 2 years; OR A "B+" or better average (GPA) of 3.5 or higher out of a possible 4.0 based on the average of all completed undergraduate courses in the major field of study, or all undergraduate courses in your major field of study completed in final 2 years; OR election to a national scholastic honor society that meets the requirements of the Association of College Honor Societies other than freshman honor societies. Note: Grade point averages are to be rounded to one decimal place. For example, 2.95 will round to 3.0 and 2.94 will round to 2.9. Courses currently being taken will be considered in meeting GPA requirements.

GS-9 - In addition to meeting the basic requirements as described above, applicants must meet one of the following requirements:

- A. Two years of progressively higher level graduate education leading to a master's degree or equivalent graduate degree in accounting or a related degree; OR
- B. One year of accounting/auditing experience equivalent to the GS-7 level. In order to be considered qualifying, specialized experience must demonstrate that the applicant has participated in the carrying out of portions of audits that involved the use and understanding of professional accounting and auditing theory, concepts, and practices.

GS-11 - In addition to meeting the basic requirements as described above, applicants must have one year of programs and operations through several phases of the auditing cycle (i.e., planning, executing and reporting).

A copy of the applicant's college transcript must be submitted when substituting education for experience or as evidence of a competency. An unofficial transcript is acceptable at the application stage. If one submits an application via email, the transcript may be sent as an attachment or sent by fax.

Competencies needed for success in the position. Please provide a cover letter summarizing the evidence of your competencies in the following areas:

For the GS-7/9 Level:

1. Ability to apply laws and related regulations, rulings and procedures to accounting or auditing work.
2. Ability to apply auditing procedures to financial investigations.
3. Ability to plan and complete segments of audit examinations.
4. Ability to write clear, comprehensive report segments and complete reports covering non-complex examinations.

For the GS-11 Level:

1. Demonstrated ability to perform audits and/or financial investigations related to enforcement of Federal laws, regulations, ruling and procedures.

2. Knowledge of generally accepted accounting principles and ability to apply advanced auditing procedures and investigative techniques to complex audits and financial investigations.
3. Experience planning and coordinating financial investigations that may involve multiple business entities and/or individuals.
4. Demonstrated ability to prepare audit reports that are clear, concise, objective and meet prescribed standards.

HOW YOU WILL BE EVALUATED:

Your application will be reviewed and evaluated first for minimum qualifications. Your application should clearly show your level of responsibilities, program accomplishments with results of your actions. In addition, your cover letter should address how your background and experience relate to the qualifications of this position.

Your application will be further reviewed and rated to assess the quality, depth, and complexity of your accomplishments, experience, and education as they relate to the qualifications stated in this vacancy announcement.

Qualification and experience determinations will be based only on the information supplied by the applicant. References may be requested. Only those applicants found to be among the best qualified may be contacted for an interview.

CONDITIONS OF EMPLOYMENT:

- This is a permanent full-time position in the Excepted Service and does not confer Federal competitive status.
- This is a bargaining unit position.
- Continued employment in this position is contingent upon successful completion of the appropriate background investigation.
- Persons selected may have to satisfy a two-year probationary period.
- All standard government benefit programs apply. Additional information on benefits for Federal Employees can be found at www.opm.gov/jobseekers.
- The incumbent may be eligible for a transit subsidy up to \$125 per month.
- You must be a U.S. Citizen
- Males born after 12-31-59 must be registered for Selective Service.
- Direct Deposit of Pay is Required

Relocation expenses will not be paid.

BENEFITS

All standard government benefits program apply. You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info:

<http://www.usajobs.gov/jobextrainfo.asp#FEHB>

Life insurance coverage is provided. More info:

<http://www.usajobs.gov/jobextrainfo.asp#life>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info:

<http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual leave. More info:

<http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info:

<http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info:

<http://www.usajobs.gov/jobextrainfo.asp#HOLI>

If you use public transportation, part of your transportation costs may be subsidized. Our human resources office can provide additional information on how this program is administered.

HOW TO APPLY:

ALL APPLICANTS MUST SUBMIT THE FOLLOWING MATERIALS BEFORE MIDNIGHT EASTERN TIME ON THE CLOSING DATE OF THE ANNOUNCEMENT. APPLICATIONS RECEIVED AFTER THE CLOSING DATE OF THE ANNOUNCEMENT WILL NOT BE CONSIDERED.

1. Applicants may apply for this position with a resume, or other application format of your choice, as long as the application contains the necessary information below:
 - a. Vacancy announcement number; position title and grade(s) of the job for which applicant is applying;
 - b. Your full name, day and evening numbers mailing address, country of citizenship. If applicable, reinstatement eligibility to Federal Service and highest Federal civilian grade ever held on a permanent basis;
 - c. Name, city, and state of colleges/universities attended with date(s) of diploma. For college include majors, and type and date of degree(s);
 - d. Job titles, salaries, employers' names and addresses, supervisors' names and phone numbers (indicate if we may contact your current and former supervisors), starting and ending dates and hours per week;
 - e. Job-related training courses, special skills, certificates and licenses, honors, awards and publications;
2. As applicable, former and current federal competitive service employees must submit a standard form 50 (notification of Personnel Action) that verifies career status.
3. Copy of last reviewed/certified performance appraisal (if you do not have an approved performance appraisal within the last two years, you must state why.);
4. Cover letter that addresses each of the Competencies
5. If you are qualifying based on education, you must submit an unofficial or official transcript showing a list of courses with grades and semester/quarter hours to confirm that you meet the basic qualification requirements for this position.

WHERE TO SEND APPLICATIONS:

(NOTE - Only applications via e-mail will be considered. Applications submitted by any other method will NOT be considered).

1. E-mail your application to fecjobs@fec.gov.
2. The subject line of your e-mail must contain the announcement number **(13-005)** and the applicant's name.
3. If you are unable to include or attach supplemental documents via email, you may submit your information via fax to 202-219-0108. Only supplemental information will be accepted via fax.

Your application and all supporting documentation must be received by 11:59 pm (Eastern Time) of the closing date. Applications received after the closing date of the announcement will not be considered.

For additional information, call Human Resources at 202-694-1080 or send inquiry to fecjobs@fec.gov

The FEC is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, national origin, religion, gender, age, marital status, sexual orientation, physical disability, lawful political affiliation, or labor organization affiliation or non-affiliation. The FEC provides reasonable accommodations to applicants with disabilities.

WHAT TO EXPECT NEXT:

Once your complete application is received, we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. You will be notified of the outcome.